

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday January 14, 2026**

Voting members present -Chairperson Jean Holloway (via Teams), Tony Nalley (B), Howard Long(B), Eric Kitchen (B-Alt), Brandon Sweeney (K) and Matt Hull (K).

Others present --Keedysville Town Manager Lisa Riner and Yvette May, Recording Secretary. The meeting was called to order at 6:28PM at Boonsboro Town Hall.

I. APPROVAL OF MINUTES - Motion by Board Member Sweeney and second by Board Member Long to approve October 8, 2025 Minutes. **Motion carried unanimously**

II. OLD BUSINESS: Chairperson Holloway reviewed the Capital Projects listed on the Agenda with the Board.

A. Capital Projects

1. Crestview Bypass Project – The contract was awarded to HRI. The Pre-Construction meeting was on Thursday. The HRI surveyors are on Potomac Street - Shepherdstown Pike doing construction stakeouts for the Project. Route 34 - Potomac Street - Shepherdstown Pike - will not be closed at any point during the construction, but there will likely be flagging at certain points in the process. The entire project is expected to take 4 months, weather dependent. No work will be done on homeowners' properties. Those with properties adjacent to the project site were notified last fall.
2. Reservoir Replacement – Both tanks were filled, tested, and passed. HRI took a break over the holidays but is back on site this week and is currently insulating the control room walls. The project is on track.
3. Potomac Street Bottleneck – We have contracted Mid-Atlantic Utilities to perform test pitting to help determine exactly which parts of the line need replaced.
4. Advanced Metering – Boonsboro moved forward with a pilot program offered by Fortiline Waterworks. They were provided 20 Kamstrup flow IQ meters for 120 days at no cost. The meters and software were installed this week and will be read for the first time next week. CUSI is now working on integration into the billing system.

B. GIS System progress- Town Manager Lisa Riner stated there was no update.

C. Status of DRAFT Consolidated Agreement – Town Manager Souders stated via email that the agreement is still with Boonsboro's attorney. No updates

III. NEW Business:

A. Board Members reviewed proposed CIP Projects for upcoming year:

1. Inflow & Infiltration – Boonsboro applied for grant funding to perform I&I and budgeted \$250k for the required match. If Boonsboro is approved for funding, they will receive it in the spring; if not, they will scale back the project to whatever can be accomplished with our \$250k.
2. Safe Routes to School Sidewalk Improvements – Boonsboro is currently seeking bids for design of sidewalks leading to the school campus. Once the design is completed, they can apply for funding to do the construction.

3. Keedysville Bedrock Loop & Replacement – Town Manager Riner stated they are waiting on 50/50 matching grant funding. Hopefully they will be able to start in the Spring.

B. Review Water Rates – Chairperson Holloway reviewed the water rates for Keedysville and Boonsboro. Board Member Sweeney stated Keedysville will be working on the next 5-year plan for rate increases. Boonsboro is currently following a seven-year plan that started 7/1/2023 and is voted on annually. Below are the current rates:

For Keedysville:

2026	\$33.00 per EDU	<15,000 Gals.	\$12.51 /1,000 Gals.
		>15,000 Gals.	\$16.08 /1,000 Gals.

For Boonsboro:

Proposed Rates July 1, 2025	Residential	Commercial	Out of Town
Sewer Fixed Fee	\$71.50 per EDU	\$71.50 per EDU	----
1-18,000 gallons wastewater	\$9.00/1000gal	\$9.00/1000gal	----
18,001+ gallons wastewater	\$13.00/1000gal	\$13.00/1000gal	----
Water Fixed Fee	\$37.50 per EDU	\$37.50 per EDU	\$45.00 per EDU
1-18,000 gallons water	\$6.20/1000gal	\$6.20/1000gal	\$9.30/1000gal
18,001+ gallons water	\$9.30/1000gal	\$9.30/1000gal	\$11.30/1000gal
Santitation	35.00 per EDU		

Multifamily residential has an adjusted usage threshold related to the number of EDUs (Number of Households) X 18,000 gallons. Example - A service location with 2 households (2 EDUS) will pay \$9.00/1000gal for the first 36,000 gallons of water instead of 18,000.
 1-36,000 gallons wastewater \$9.00/1000gal
 36,000+ gallons wastewater \$13.00/1000gal

IV. Member Comments/Discussion – Board Members discussed the current Tap Fees for each town. Chairperson Holloway informed the Board about Case Law impacting she will forward a presentation about impact fees to members. Board Members agreed that there is a need for the fees due to the cost for future water capacity. Board Members reviewed the BKWAB Usage Report. Town Manager Riner stated there was a major leak on Dogstreet between September to October contributing to Keedysville water loss.

V. SYSTEM OPERATOR’S REPORT – Member Nally stated the new Spring Pump in Keedysville is completed and is working great. He stated there are no other repairs or purchases for Water & Sewer. Keedysville Town Manager Riner stated the Keedysville Spring gate is repaired and Security Camera System is almost completed. The Board confirmed that this is not a shared cost.

VI. THERE WERE NO ADDITIONAL DISCUSSIONS - **Motion by Board Member Hull and second by Board Member Nally to adjourn the meeting at 7:09 pm.** The next regularly scheduled meeting is April 8, 2026 at 6:30 PM at Keedysville. (Regular meetings are 2nd Wednesday of January, April, July, and October)

Boonsboro Keedysville Water Advisory Board (BKWAB)

January 14, 2026

Boonsboro Town Hall

AGENDA

Rules of procedure: Members of the Water Advisory Board, alternates and town staff or others involved with the operation of the joint water system are welcome to sit at the table during our meetings provided there is sufficient room. Discussion is open but with priority given to members of the Board. The Chair reserves the right to limit discussion to Board members at his/her discretion in accordance with the Board's Bylaws. Voting is restricted to the 5 members of the Board or alternates serving in the place of a Board member.

- I. Approval of meeting minutes from October 8, 2025
- II. OLD Business:
 - A. Capital Projects
 1. Crestview Bypass Project – The contract was awarded to HRI. The Pre-Construction meeting is this Thursday, and we expect HRI will begin work next week.
 2. Reservoir Replacement – Both tanks were filled, tested, and passed. HRI took a break over the holidays, but is back on site this week and currently insulating the control room walls.
 3. Potomac Street Bottleneck – We have contracted Mid-Atlantic Utilities to perform test pitting in order to help determine exactly which parts of the line need replaced.
 4. Advanced Metering – We are moving forward with a pilot program offered by Fortiline Waterworks. They will provide 20 Kamstrup flowIQ meters for 120 days at no cost to us. The kick-off meeting is tomorrow morning.
 - B. GIS System progress
 - C. Status of DRAFT Consolidated Agreement – This is still with Boonsboro's attorney. No updates
- III. NEW Business:
 - A. Review proposed CIP Projects for upcoming year
 - B. Review Water Rates
- IV. Member Comments/Discussion
- V. System Operator's Report

NEXT MEETING IS April 8, 2026 IN Keedysville

Boonsboro Keedysville Water Advisory Board (BKWAB)
Standard Agenda Schedule

The BKWAB meets on the 2nd Wednesday of each quarter – January, April, July and October.

January

- Review of current year CIP projects
- Review of proposed CIP projects for the coming year
- Review of water rates for each town

April

- Review of current year CIP projects
- Review of proposed CIP projects for the coming year

July

- Projected costs for Keedysville for current year
- Update of current year CIP projects
- Review available allocation

October

- True-up of prior year's costs
- Review of current year CIP projects (included in projected costs for current year)
- Review of proposed CIP projects for coming fiscal year